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DEPARTMENT OF EDUCATION
Learning. Leadership. Service.

NSLP SEAMLESS SUMMER OPTION PROGRAM REQUIREMENTS

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South Dakota Department of Education
Child and Adult Nutrition Services
March, 2016

This Institution is an Equal Opportunity Provider.

SSO Overview

- SSO Provides meals during summer months
- Combines features of National School Lunch Program (NSLP)/School Breakfast Program (SBP)
- NSLP/SBP rules apply
- USDA Policy Memo SP 37-2015

Why Use SSO?

- Personnel are familiar with NSLP/SBP
  - Meal Pattern
  - Meal Service
  - Claim Forms
  - USDA Foods

Why Use SSO? cont.

- Generally claim all children free
- Shorter application
  - Must be approved before operation can be reimbursed
- One monitoring visit per site during the summer

Eligible Schools/Agencies

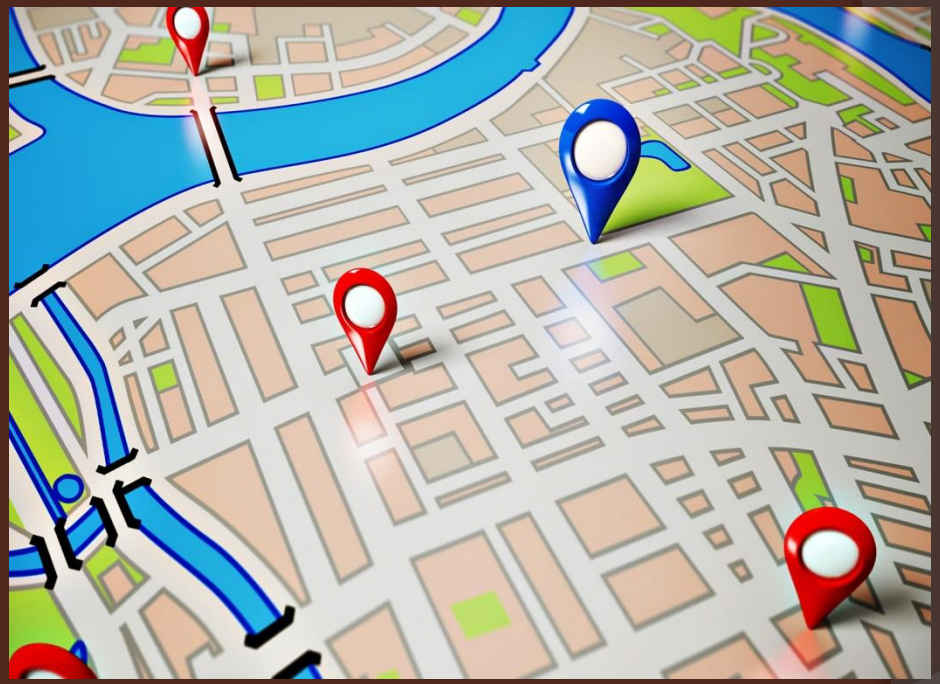
- School or Agency must already participate in NSLP or SBP
  - A site may be a non-school site
- Meals must be open and available to children from the community
  - Sites that only serve summer school should use NSLP/SBP Extension

Eligible Participants

- Children in low-income areas 18 years or younger
- A person 19 years or older that meets the state definition of having a physical or mental disability
- Any child may eat at open sites
  - From the community, surrounding area, visiting the community
  - Children from day care centers may eat but the center cannot also claim reimbursement for the meals

Site Types

- Area Eligible
  - Open
  - Restricted Open
- Enrolled
  - Closed Enrolled
  - Camps
  - Migrant



Site Eligibility – Area Eligible

- Must prove eligibility by:

Area Eligible OR	**Census Data**
At least 50% of children enrolled at the site are approved for free/reduced price school meals.	Must use the most recent data available.
Site is located within the geographical boundaries of a school where at least 50% of children are approved for free/reduced price school meals.	50% or more of children in a Census Block Group (CBG) or Census Track must be eligible for free/reduced price school meals.
Eligibility is current for 5 years.	Eligibility is current for 5 years.

Area Eligible – Open

- Serves all children through age 18 at a site within the geographical boundaries of the attendance area of a school where at least 50% of the children are certified eligible for free or reduced price school meals
- Meals are reimbursed at the NSLP/SBP free rates for all attending children

Area Eligible – Restricted Open

- Serves children through age 18 on a first-come, first-serve at a site within the geographical boundaries of the attendance area of a school where at least 50% of the children are certified eligible for free or reduced price school meals
- Attendance is limited for reasons of security, safety, or control
- Meals are reimbursed at the NSLP/SBP free rates for all attending children

Enrolled – Closed Enrolled

- Serves only an identified group of children through age 18 participating in a specific program or activity
- Meals are reimbursed for all children in attendance at the NSLP/SBP rates when:
  - At least 50% of the children enrolled are approved for free or reduced priced meals
  - Site is located within the geographical boundaries of a school attendance area with at least 50% of its children approved for free or reduced price meals

Enrolled – Camp

- Residential or non-residential (day camp)
- Offer regularly scheduled food service
- Eligibility established for each enrolled child

Enrolled – Migrant

- Primarily serves children of migrant families through age 18
  - Certified by a migrant coordinator
- Meals are reimbursed at the NSLP/SBP free rates
- Site eligibility based on information from migrant organizations and subject to annual redetermination

Mobile Feeding Sites

- USDA Policy Memo SP 02-2014: Mobile Feeding Options in Summer Feeding Programs
  - Outlines School/Agency and Site requirements
  - Outlines use of program funds
  - Inclement weather plan

Excessive Heat Demo

- Demonstration Project for Non-Congregate Feeding for Outdoor Summer Meal Sites Experiencing Excessive Heat
- Applies to outdoor sites
- Prior approval required
- USDA Memo SP 14-2015

Meal Types

- Breakfast
  - Must be served in the morning hours
- Lunch
  - Must be offered between 10am and 2pm
- Snack
  - Must be evenly spaced between other meals
- Supper
  - Must start before 7pm and end by 8pm
- All meals must be eaten on-site

Meal Options – Open or Closed Enrolled

- Serve one meal or any combination of two meals per day except lunch and supper
- Use the NSLP/SBP meal pattern guidelines and rules
- Second meals are not reimbursable

Meal Options – Camp or Migrant

- Serve one, two or any combination of three meals per day
- Use the NSLP/SBP meal patterns
- Follow the NSLP/SBP rules

DAILY MEAL COUNT FORM

Site Name: Meal Type (circle) : B L SN SU

Address: Telephone:

Supervisor's Name: Delivery Time: Date:

Meals received/prepared _____ + Meals available from previous day _____ = _____ (Total meals available) **[1]**

First Meals Served to Children (cross off number as each child receives a meal):

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20

21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40

41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60

61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80

81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100

101 102 103 104 105 106 107 108 109 110 111 112 113 114 115 116 117 118 119 120

121 122 123 124 125 126 127 128 129 130 131 132 133 134 135 136 137 138 139 140

141 142 143 144 145 146 147 148 149 150 **Total First Meals +** **[2]**

Second meals served to children:

1 2 3 4 5 6 7 8 9 10 **Total Second Meals +** **[3]**

Meals served to Program adults:

1 2 3 4 5 6 7 8 9 10 **Total Program Adult Meals +** **[4]**

Meals served to non-Program adults:

1 2 3 4 5 6 7 8 9 10 **Total non-Program Adult Meals +** **[5]**

TOTAL MEALS SERVED = **[6]**

Total damaged/incomplete/other non-reimbursable meals + **[7]**

Meal Pattern Guidance

- Must follow meal pattern guidance for NSLP/SBP/AS just like during the school year
- Reference CANS NSLP website: http://doe.sd.gov/cans/nslp.aspx

DAILY LUNCH MENU PRODUCTION RECORD SCHOOL YEAR_____

DATE: _____

School Dist: _____
Site Name: _____

Offer Versus Serve: Yes:____ No:____
OVS Grades: _____
Purchased A la Carte? Yes____ No:____
Free Seconds? Yes____ No:____

Meal Counts

	Planned	Actual
K-8:		
9-12:		
Adults:		
Total:		

Serving Size K-8	Serving Size 9-12	Lunch Menu

A	B	C		D		F		G		H	I	J
Menu Item (*ground beef, canned corn*) Recipe Name & # Spaghetti *(D35)* Product Name & Code# *(Brand Name 834)*	Food Temperature	Grades: K-8		Grades: 9-12		Planned Seconds (By Grade Groups)		A la Carte, Adults		Total Planned Servings (slices, cups, etc)	Total Units Prepared (lbs, #10 Cans, # Recipes, etc.)	Amount Added (+) or Left Over (-)
		Serving Size	Planned Servings	Serving Size	Planned Servings	Serving Size	Planned Servings	Serving Size	Planned Servings			
Meat/Meat Alternate												
Grains/Bread												
Fruits												
☐ See Food Bar Form												
Vegetables												
☐ See Food Bar Form												
2 Milk Choices: 1% unflavored, skim flavored, skim unflavored												
Other Foods (Condiments, etc.)												
☐ See Food Bar Form												

Menu Planning – Breakfast

- Same meal pattern as SBP during the school year
- Should follow age/grade group requirements
- Can use single (K-12) age/grade group menu
- USDA Memo SP 10-2012

Menu Planning – Lunch

- Same meal pattern as NSLP during the school year
- Should follow age/grade group requirements
- Open and Open Restricted sites can use single (K-8 or 9-12) age/grade group menu
- Addendum must be completed to use single age/grade group menu
- USDA Memo SP 10-2012

Menu Planning – Snack

- Serve 2 food items from any of 5 components
  - Meat/meat alternate
  - Bread/grain
  - Fruit
  - Vegetable
  - Milk

- Use the same production record as Breakfast/After School Snack

Milk

- Allowable pasteurized, fluid milk options:
  - Fat-free (unflavored or flavored)
  - Low-fat (unflavored only)
  - Lactose-reduced or lactose-free (fat-free or low-fat)
- Must offer at least **two** choices

Production Records - Flexibility

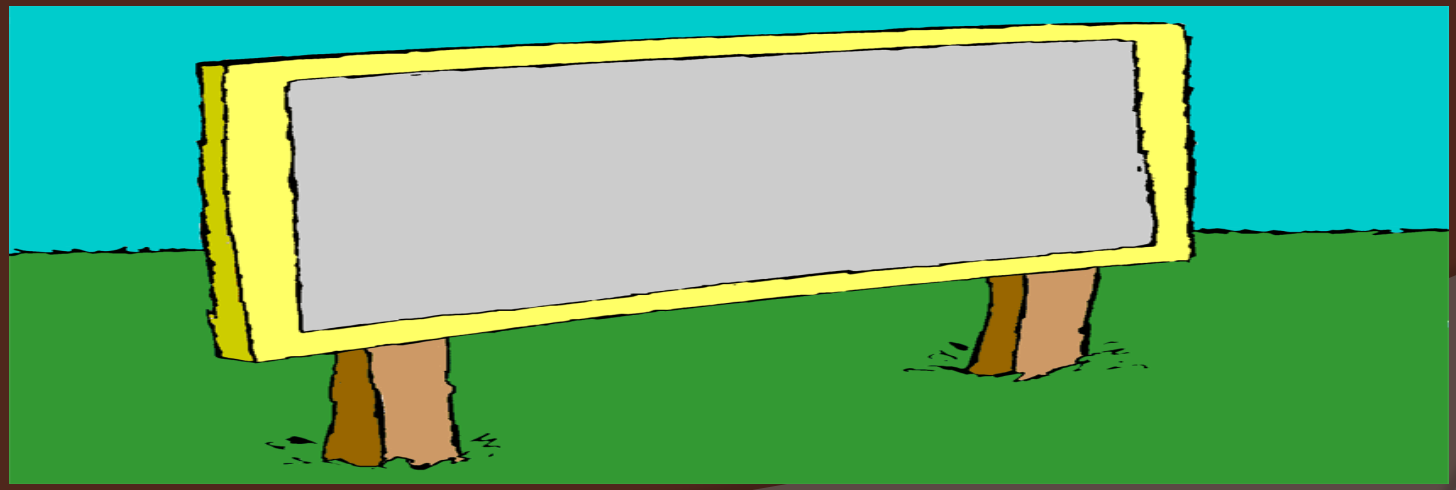
- For Open or Open Restricted sites:
  - Breakfast – may use K-12
  - Lunch – may use K-8 only or 9-12 only, depending on population attending
  - Must complete an addendum with justification
  - Addendum found in iCAN/Download Forms/SSO
- Closed Enrolled or Camps must use age/grade groups applicable

Offer vs. Serve

- Allowed, but not required
- Must ensure that site staff are trained on OVS to ensure reimbursable meals
- Full meal must be offered to every child
- Children must take at least 3 components
  - One must be at least ½ cup fruit or vegetable
  - Two must be full serving size
- USDA Memo SP 57-2014

Signs for Age/Grade Groups

- Instructions for students in specific age/grade groups indicating which meals and/or components to select
- Especially if Offer vs. Serve



Adult Meal Guidance

- All children must be fed first
- Income from the sale of adult meals or nonprogram funds used to pay for adult meals must be documented as income to the program to offset documented costs
- Meals served to children, program adults, nonprogram adults must be counted and recorded separately on the daily meal count form
- USDA Policy Memo SP 13-2015 and CANS Memo #56

Off-Site Meals (Field Trips)

- Field trip meals do not need to be preapproved by CANS
- Production Records must be completed if claiming meals for reimbursement
- Same as NSLP/SBP rules
- Must keep original site open

Onsite Monitoring

- At least once during program operation
- Recommended during first three weeks
- Planned date submitted with application
- Form can be found on NSLP/SBP website under SSO heading
  - http://doe.sd.gov/cans/nslp.aspx

Onsite Monitoring

- Menu Planning
- Meal Counts/Claiming
  - (Point of Service)
- Meal Service Procedures
- Production Records
- Record Keeping
- Civil Rights
- Sanitation/Food Safety
  - SOP's and HACCP plans up to date and signed
- Claiming

Reimbursement

- Free NSLP/SBP rates apply
- Submit claims in iCAN, same as NSLP/SBP
- Cannot combine claim months
- Claims due by the 10th of the month following operation

Recordkeeping	Timeframe
Program application	Due in iCAN by March 31
Copy all advertising	Clippings/letterhead
Menus	Monthly plans
Production records	Complete daily
SOPs & temp logs	Signed-log daily
Meal counts	Point of service
Claim	Submit claim monthly
One monitoring visit	During first 3 weeks

Program Reviews

- Reviews completed on sites with an Administrative Review during the immediate previous school year
- NSLP/SBP regulations
- Reviews completed on new sites
- Reviews completed on any sites receiving a complaint
- Conducted by SD Department of Public Safety Inspectors

Policies Related to SSO

- SP 37-2015 SSO Q&A
- SP 14-2015 Excessive Heat Demo
- SP 04-2014 Promoting Nutrition in Summer Meals
- SP 02-2014 Mobile Feeding Options
- SP 29-2011 Milk Requirements
- SP 28-2011 Water Requirements
- http://www.fns.usda.gov/nslp/policy

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NSLP SEAMLESS SUMMER OPTION APPLICATION PROCESS

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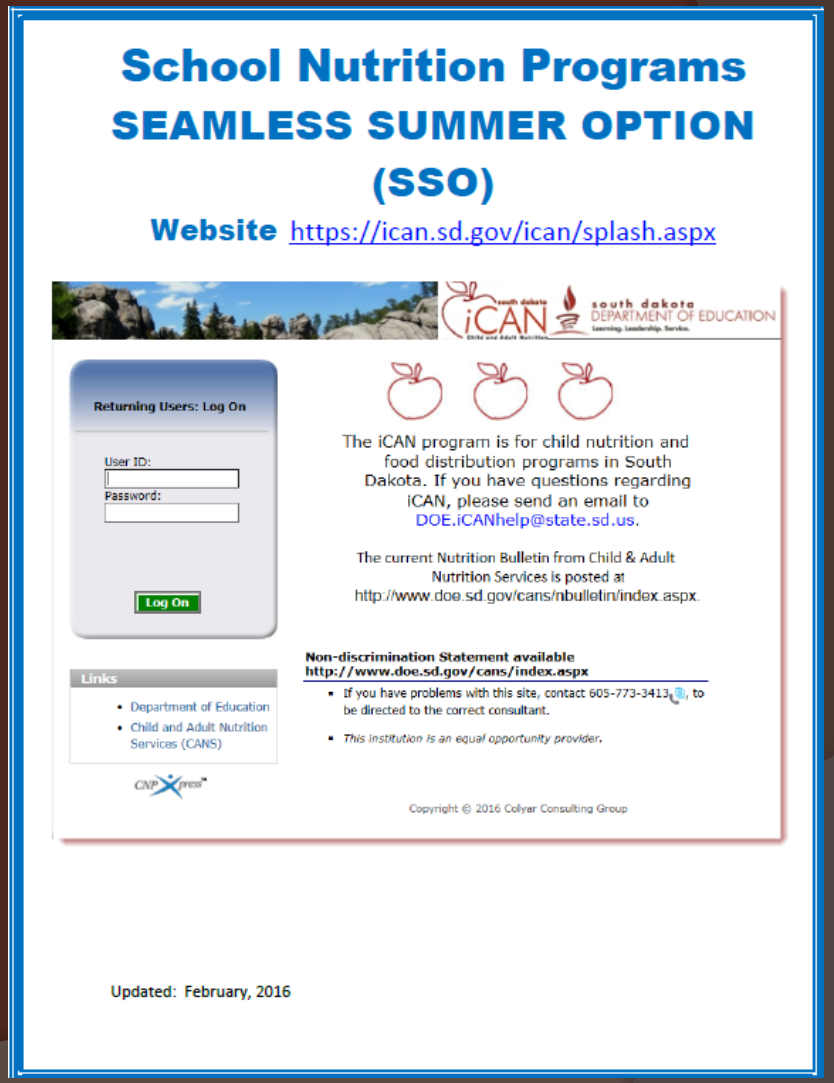
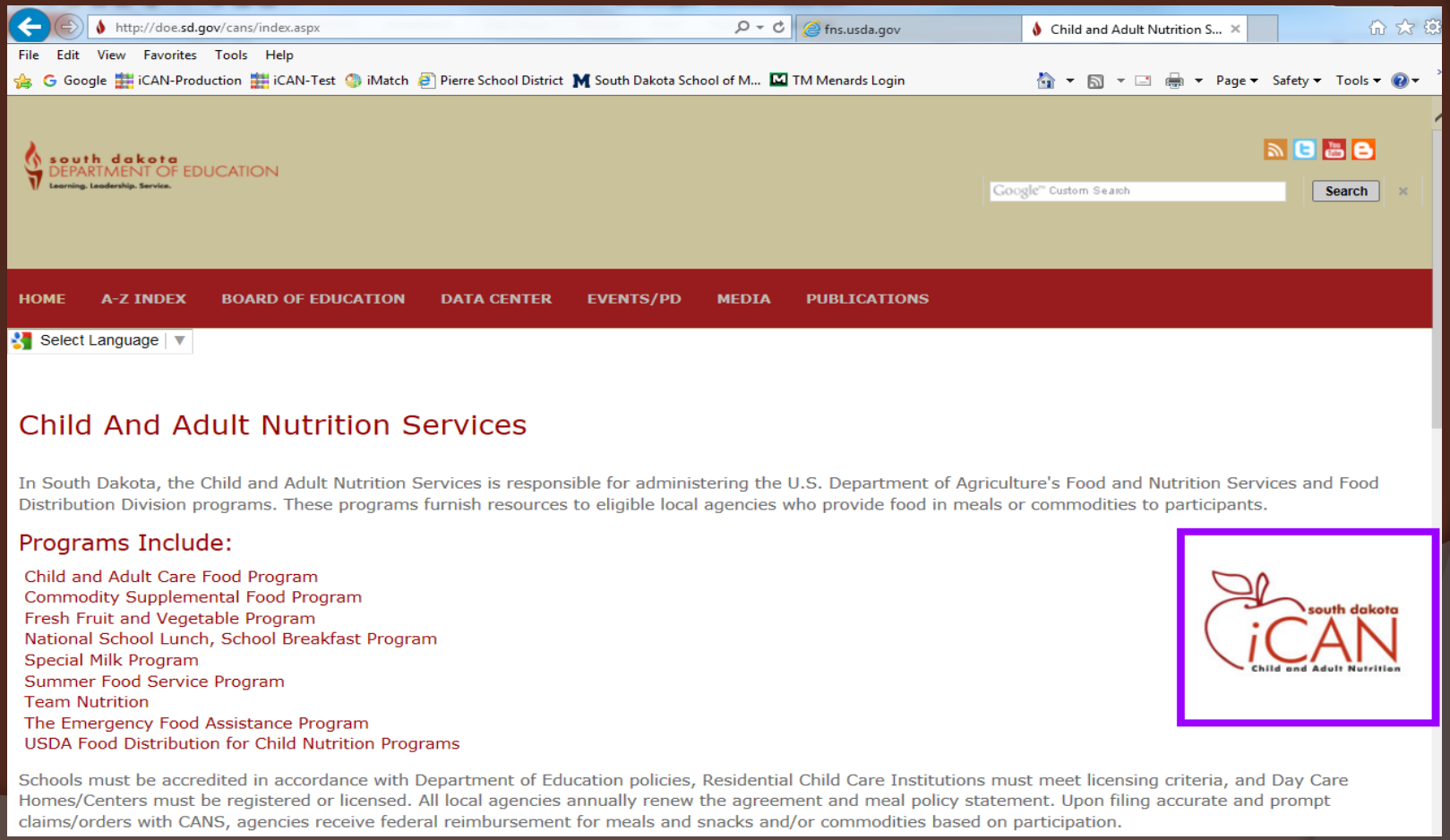
SSO iCAN User Manual

- The SSO iCAN User Manual will walk you step-by-step through the SSO application process
- The manual is located on the CANS/NSLP website: http://doe.sd.gov/cans/nslp.aspx under the SSO section heading

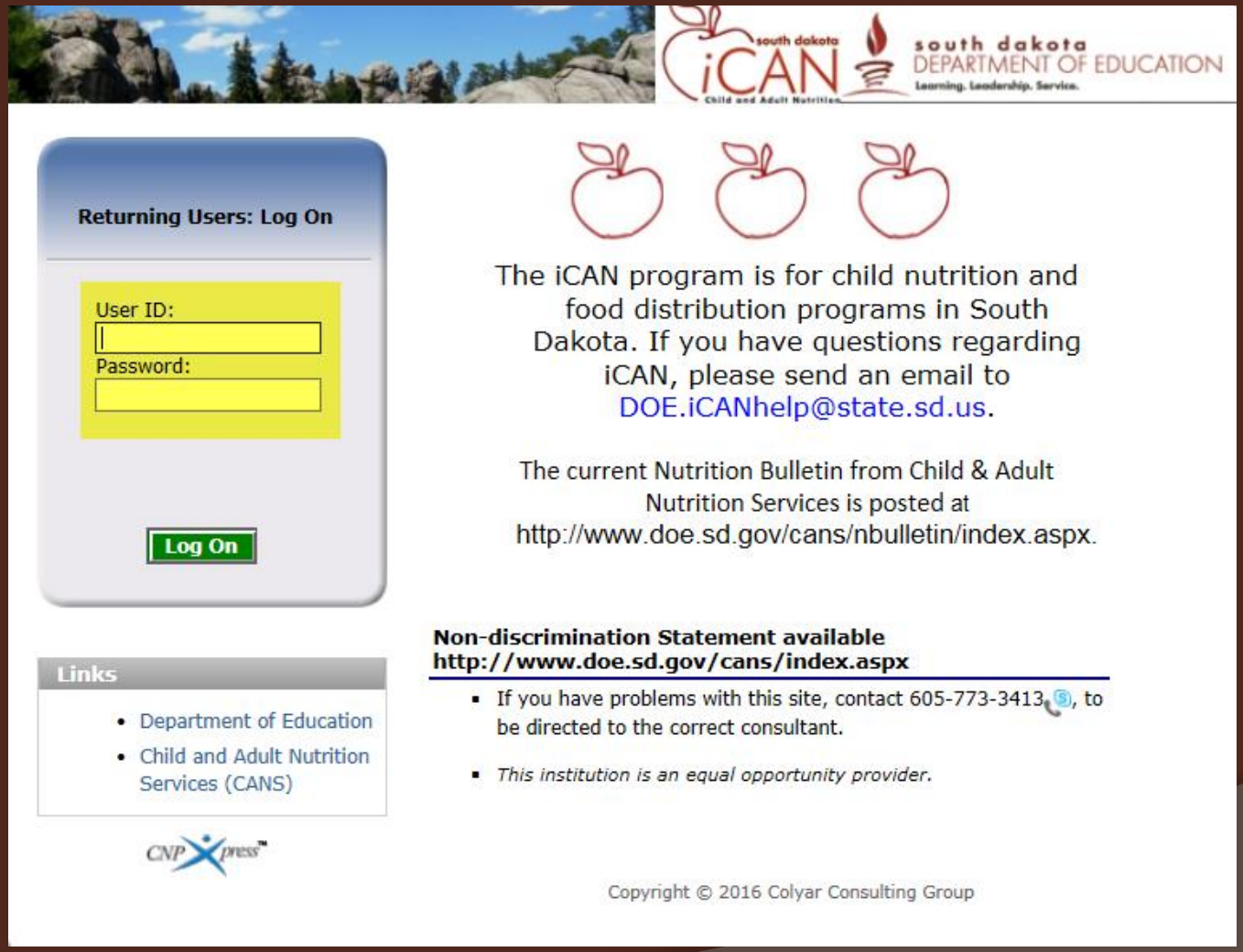


SSO Application in iCAN – icon

- http://doe.sd.gov/cans/index.aspx

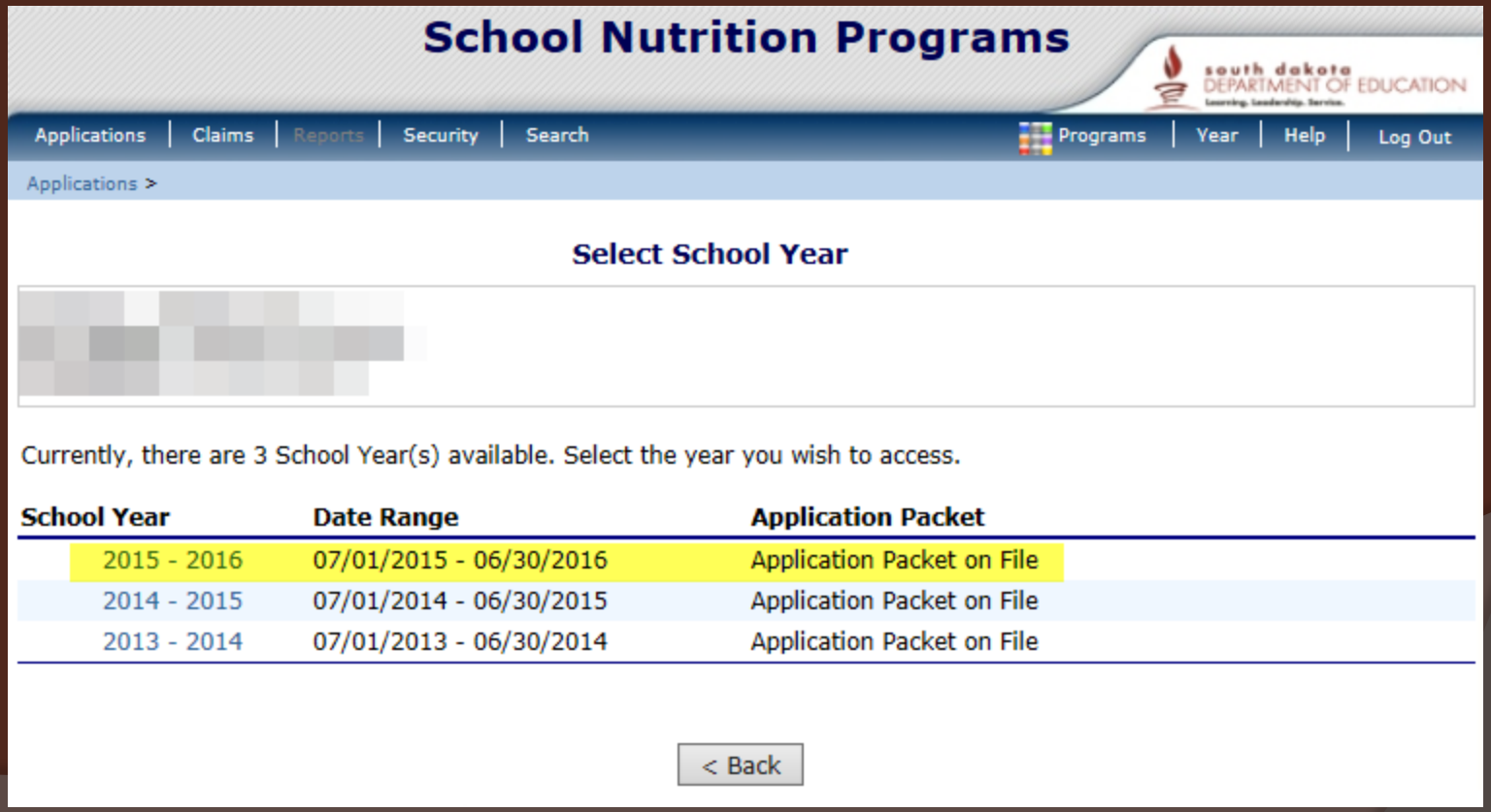


SSO Application – Log On Screen



SSO Application

- **Make sure to select school year *2015-2016* application packet**



SSO Application

- Click on ***Seamless Summer Option*** on the Application Packet Screen
  - Again, make sure this is the 2015-2016 Application Packet

SSO Application

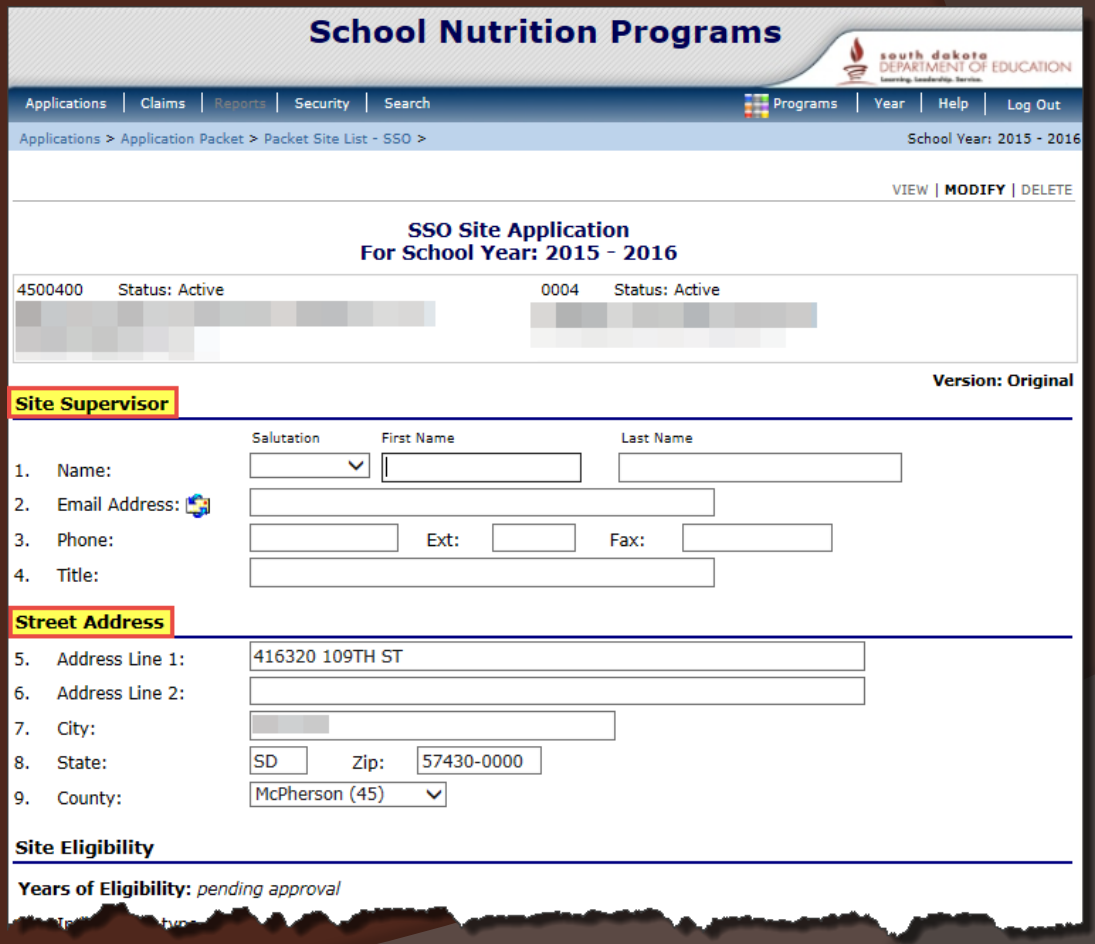
- Click on **Add Site Application**

SSO Application

- Click on the site you want to add as an SSO site
- If you have more than one SSO site, you will repeat this step

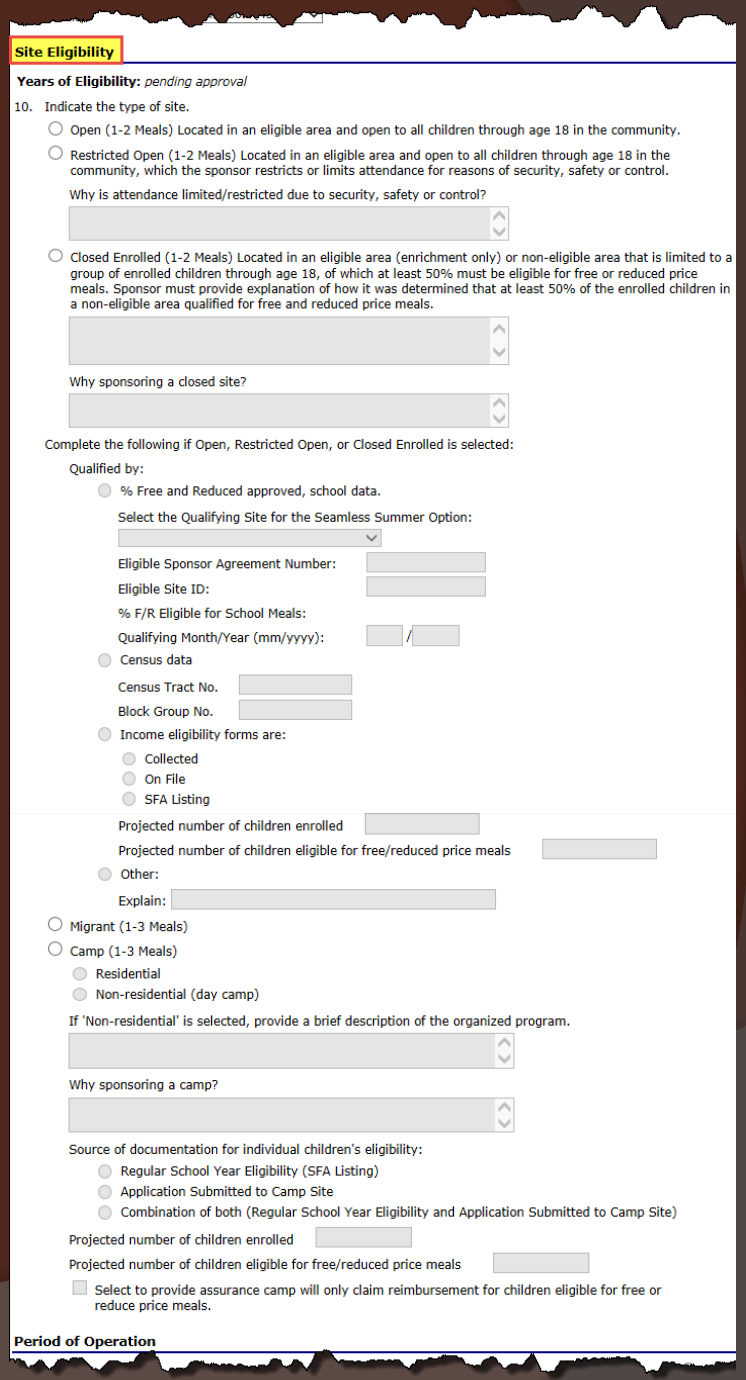
SSO Application

- Complete the Site Supervisor section
- Complete the Street Address section-this may prefill, please ensure it is correct



SSO Application

- Complete the Site Eligibility section (site type) and associated questions
  - Open
  - Restricted Open
  - Closed Enrolled
  - Migrant
  - Camp



Site Eligibility

Years of Eligibility: *pending approval*

10. Indicate the type of site.

- ○ Open (1-2 Meals) Located in an eligible area and open to all children through age 18 in the community.
- ○ Restricted Open (1-2 Meals) Located in an eligible area and open to all children through age 18 in the community, which the sponsor restricts or limits attendance for reasons of security, safety or control.

  Why is attendance limited/restricted due to security, safety or control?

- ○ Closed Enrolled (1-2 Meals) Located in an eligible area (enrichment only) or non-eligible area that is limited to a group of enrolled children through age 18, of which at least 50% must be eligible for free or reduced price meals. Sponsor must provide explanation of how it was determined that at least 50% of the enrolled children in a non-eligible area qualified for free and reduced price meals.

  Why sponsoring a closed site?

Complete the following if Open, Restricted Open, or Closed Enrolled is selected:

Qualified by:

- ○ % Free and Reduced approved, school data.

  Select the Qualifying Site for the Seamless Summer Option:

  Eligible Sponsor Agreement Number:

  Eligible Site ID:

  % F/R Eligible for School Meals:

  Qualifying Month/Year (mm/yyyy): /
- ○ Census data

  Census Tract No.

  Block Group No.
- ○ Income eligibility forms are:
  - ○ Collected
  - ○ On File
  - ○ SFA Listing

  Projected number of children enrolled

  Projected number of children eligible for free/reduced price meals
- ○ Other:

  Explain:

- ○ Migrant (1-3 Meals)
- ○ Camp (1-3 Meals)
  - ○ Residential
  - ○ Non-residential (day camp)

  If 'Non-residential' is selected, provide a brief description of the organized program.

  Why sponsoring a camp?

  Source of documentation for individual children's eligibility:
  - ○ Regular School Year Eligibility (SFA Listing)
  - ○ Application Submitted to Camp Site
  - ○ Combination of both (Regular School Year Eligibility and Application Submitted to Camp Site)

  Projected number of children enrolled

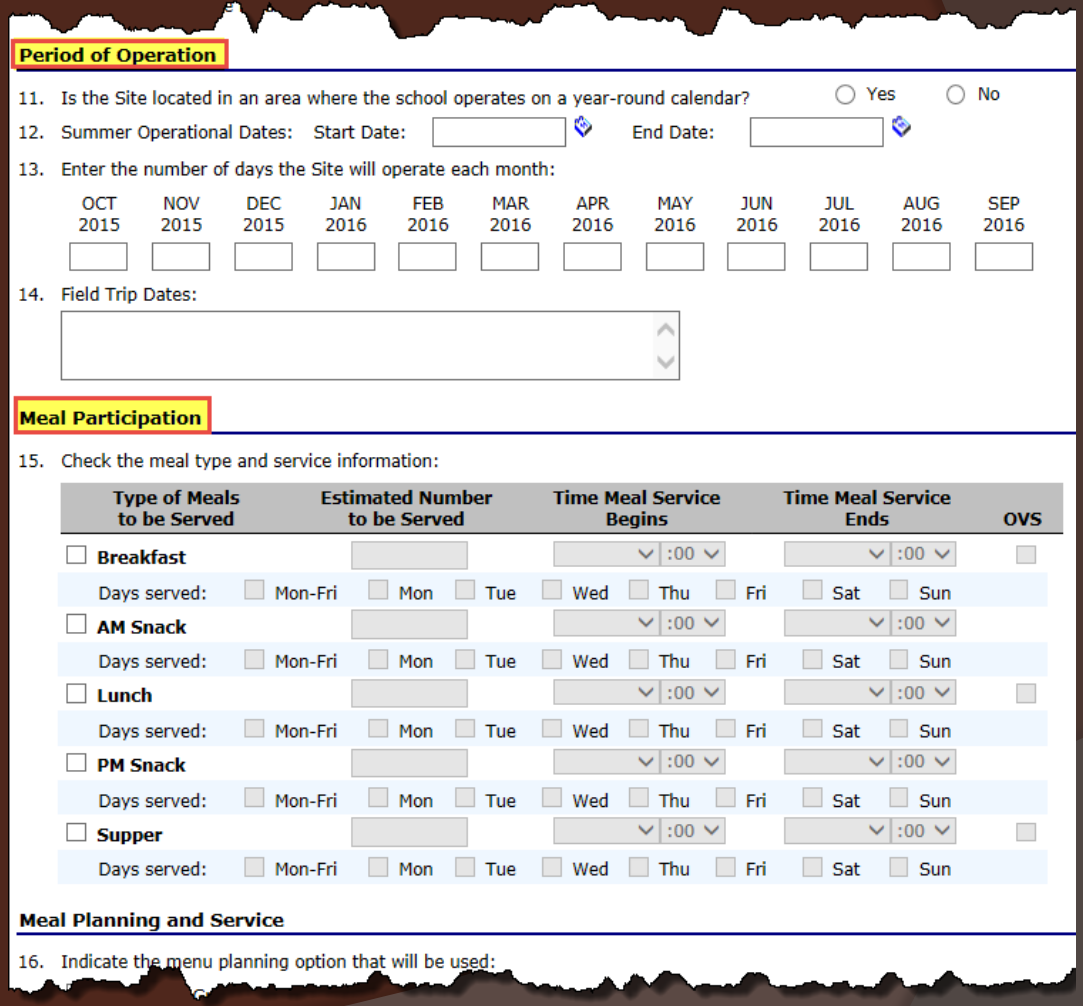
  Projected number of children eligible for free/reduced price meals

  ☐ Select to provide assurance camp will only claim reimbursement for children eligible for free or reduce price meals.

Period of Operation

SSO Application

- Complete Period of Operation
  - Dates
  - Months
- Complete Meal Participation
  - Meal Types
  - Times
  - Days
  - OVS?



Period of Operation

11. Is the Site located in an area where the school operates on a year-round calendar? ○ Yes ○ No
12. Summer Operational Dates: Start Date: End Date:
13. Enter the number of days the Site will operate each month:

OCT 2015	NOV 2015	DEC 2015	JAN 2016	FEB 2016	MAR 2016	APR 2016	MAY 2016	JUN 2016	JUL 2016	AUG 2016	SEP 2016

14. Field Trip Dates:

Meal Participation

15. Check the meal type and service information:

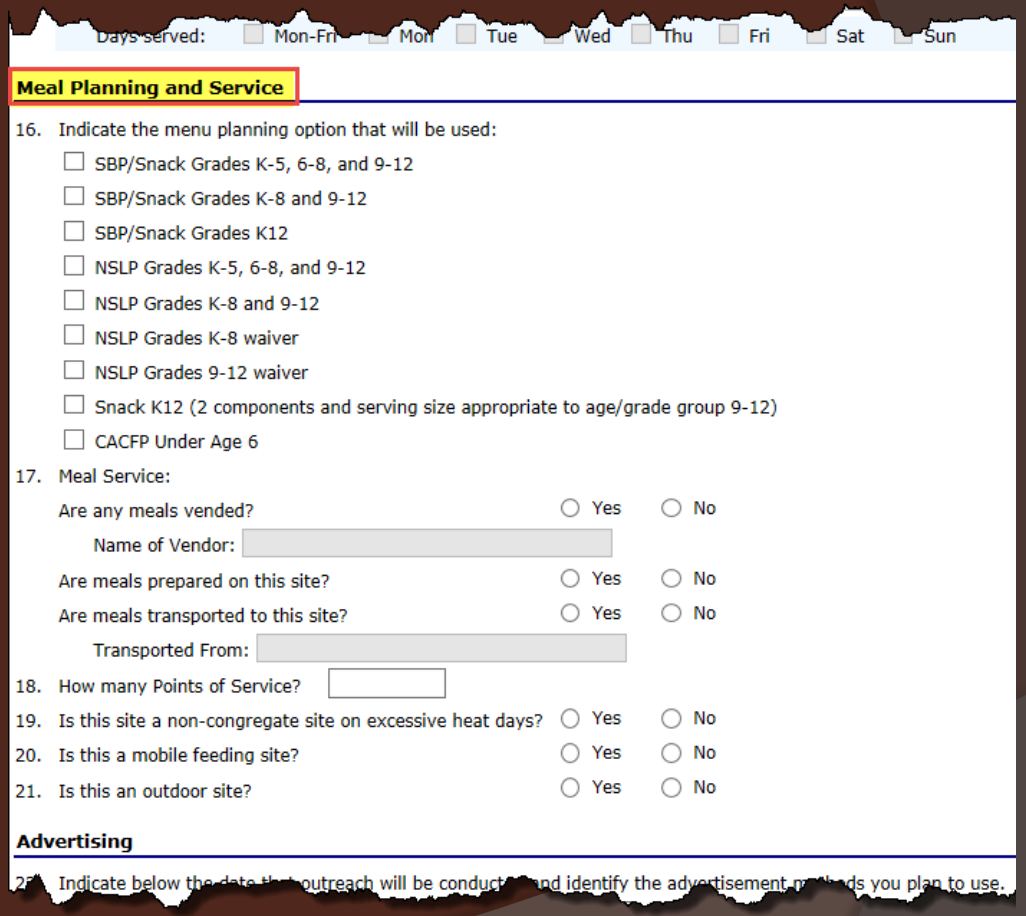
Type of Meals to be Served	Estimated Number to be Served	Time Meal Service Begins	Time Meal Service Ends	OVS
☐ Breakfast		:00	:00	☐
Days served: ☐ Mon-Fri ☐ Mon ☐ Tue ☐ Wed ☐ Thu ☐ Fri ☐ Sat ☐ Sun				
☐ AM Snack		:00	:00	
Days served: ☐ Mon-Fri ☐ Mon ☐ Tue ☐ Wed ☐ Thu ☐ Fri ☐ Sat ☐ Sun				
☐ Lunch		:00	:00	☐
Days served: ☐ Mon-Fri ☐ Mon ☐ Tue ☐ Wed ☐ Thu ☐ Fri ☐ Sat ☐ Sun				
☐ PM Snack		:00	:00	
Days served: ☐ Mon-Fri ☐ Mon ☐ Tue ☐ Wed ☐ Thu ☐ Fri ☐ Sat ☐ Sun				
☐ Supper		:00	:00	☐
Days served: ☐ Mon-Fri ☐ Mon ☐ Tue ☐ Wed ☐ Thu ☐ Fri ☐ Sat ☐ Sun				

Meal Planning and Service

16. Indicate the menu planning option that will be used:

SSO Application

- Complete Meal Planning and Service section
  - Menu Planning
  - Vended meals?
  - POS
  - Mobile?
  - Outdoor?



Days served: Mon-Fri Mon Tue Wed Thu Fri Sat Sun

Meal Planning and Service

16. Indicate the menu planning option that will be used:
- ☐ SBP/Snack Grades K-5, 6-8, and 9-12
- ☐ SBP/Snack Grades K-8 and 9-12
- ☐ SBP/Snack Grades K12
- ☐ NSLP Grades K-5, 6-8, and 9-12
- ☐ NSLP Grades K-8 and 9-12
- ☐ NSLP Grades K-8 waiver
- ☐ NSLP Grades 9-12 waiver
- ☐ Snack K12 (2 components and serving size appropriate to age/grade group 9-12)
- ☐ CACFP Under Age 6

17. Meal Service:
- Are any meals vended? ○ Yes ○ No
  - Name of Vendor:
- Are meals prepared on this site? ○ Yes ○ No
- Are meals transported to this site? ○ Yes ○ No
  - Transported From:

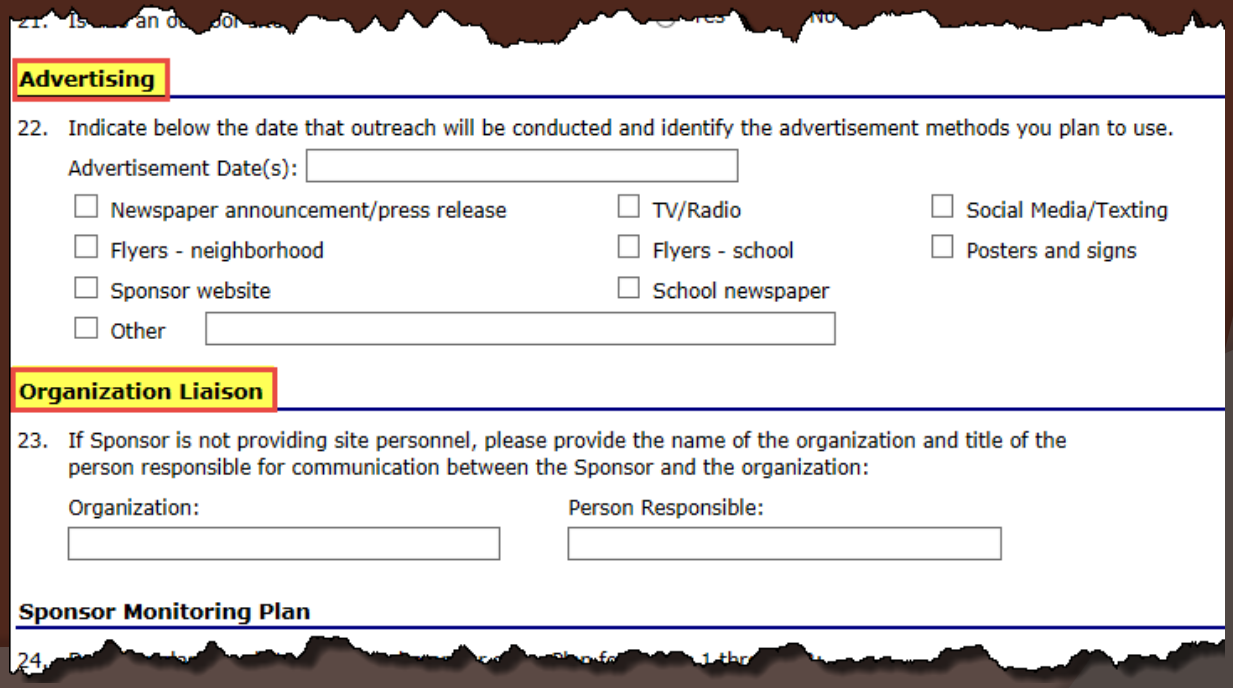
18. How many Points of Service?
19. Is this site a non-congregate site on excessive heat days? ○ Yes ○ No
20. Is this a mobile feeding site? ○ Yes ○ No
21. Is this an outdoor site? ○ Yes ○ No

Advertising

Indicate below the date [illegible] outreach will be conduct[illegible] and identify the advertisement m[illegible]ds you plan to use.

SSO Application

- Complete the Advertising section
  - How did you advertise?
- Complete the Organization Liaison section, if applicable



Advertising

22. Indicate below the date that outreach will be conducted and identify the advertisement methods you plan to use.

Advertisement Date(s): _____

- ☐ Newspaper announcement/press release
- ☐ TV/Radio
- ☐ Social Media/Texting
- ☐ Flyers - neighborhood
- ☐ Flyers - school
- ☐ Posters and signs
- ☐ Sponsor website
- ☐ School newspaper
- ☐ Other _____

Organization Liaison

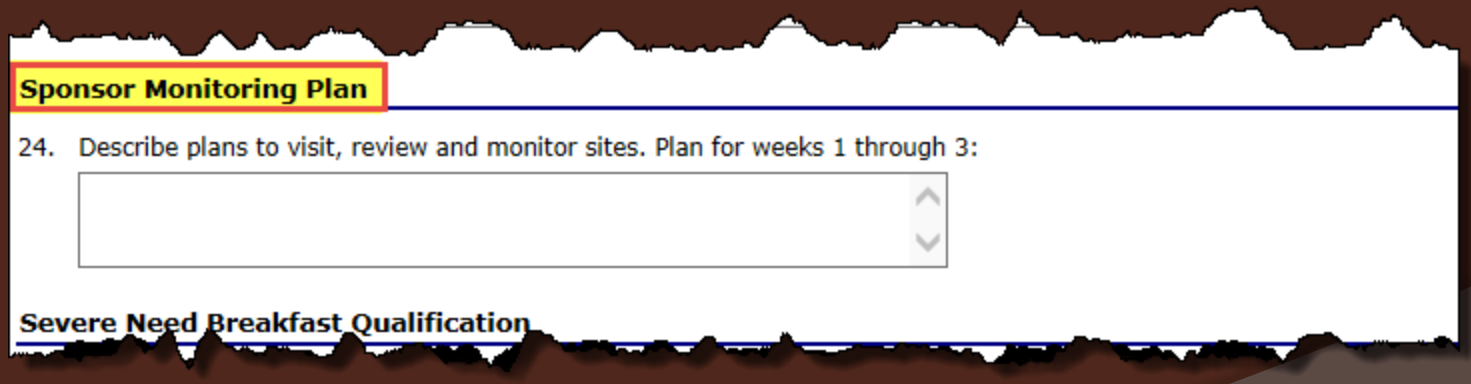
23. If Sponsor is not providing site personnel, please provide the name of the organization and title of the person responsible for communication between the Sponsor and the organization:

Organization: _____ Person Responsible: _____

Sponsor Monitoring Plan

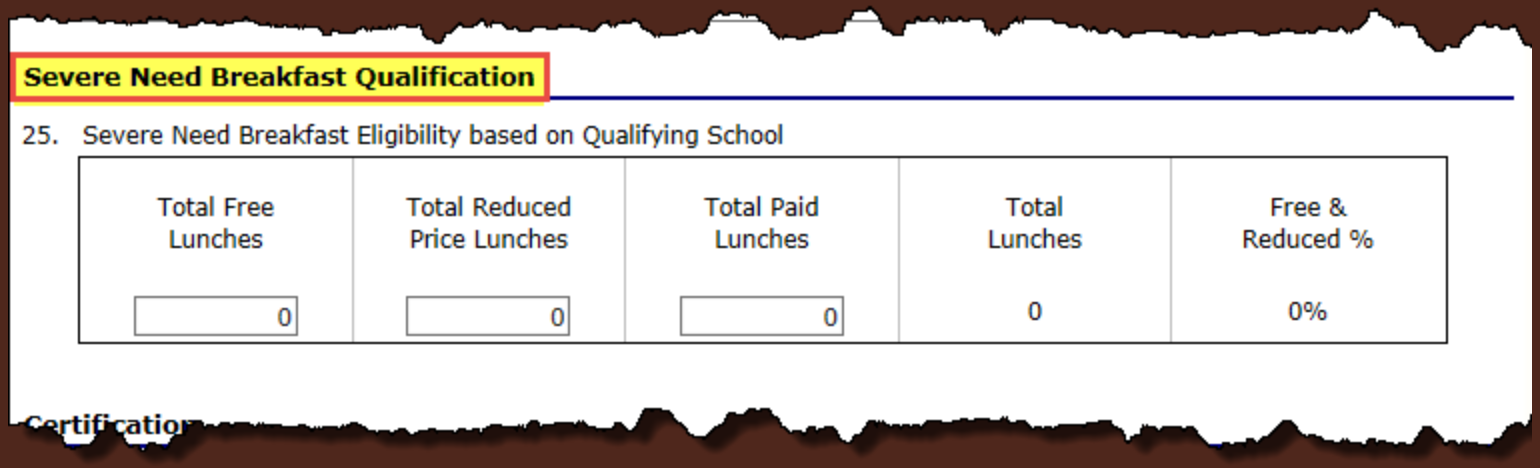
SSO Application

- Complete the Sponsor Monitoring Plan
  - When will onsite monitoring occur?
  - Sites should be monitored between weeks 1 and 3 of the program



SSO Application

- Complete the Severe Need Breakfast Qualification section



Severe Need Breakfast Qualification

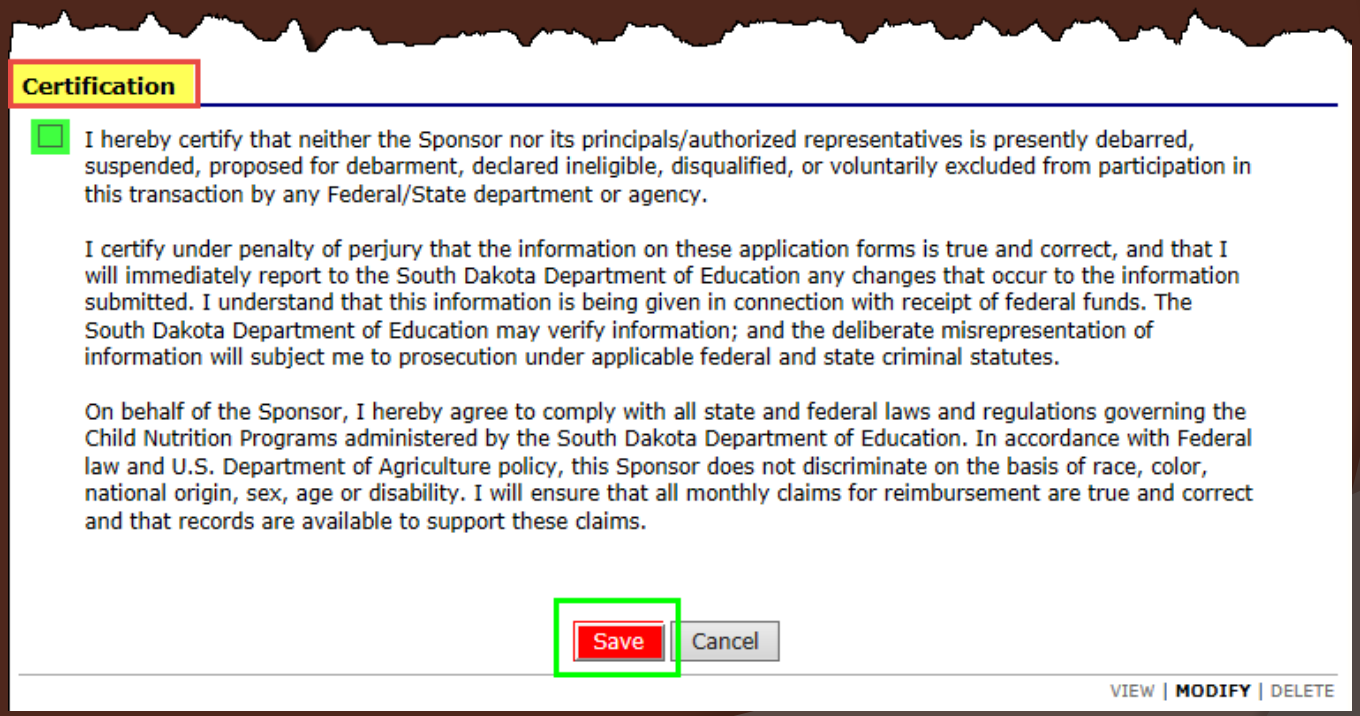
25. Severe Need Breakfast Eligibility based on Qualifying School

Total Free Lunches	Total Reduced Price Lunches	Total Paid Lunches	Total Lunches	Free & Reduced %
0	0	0	0	0%

Certificatio

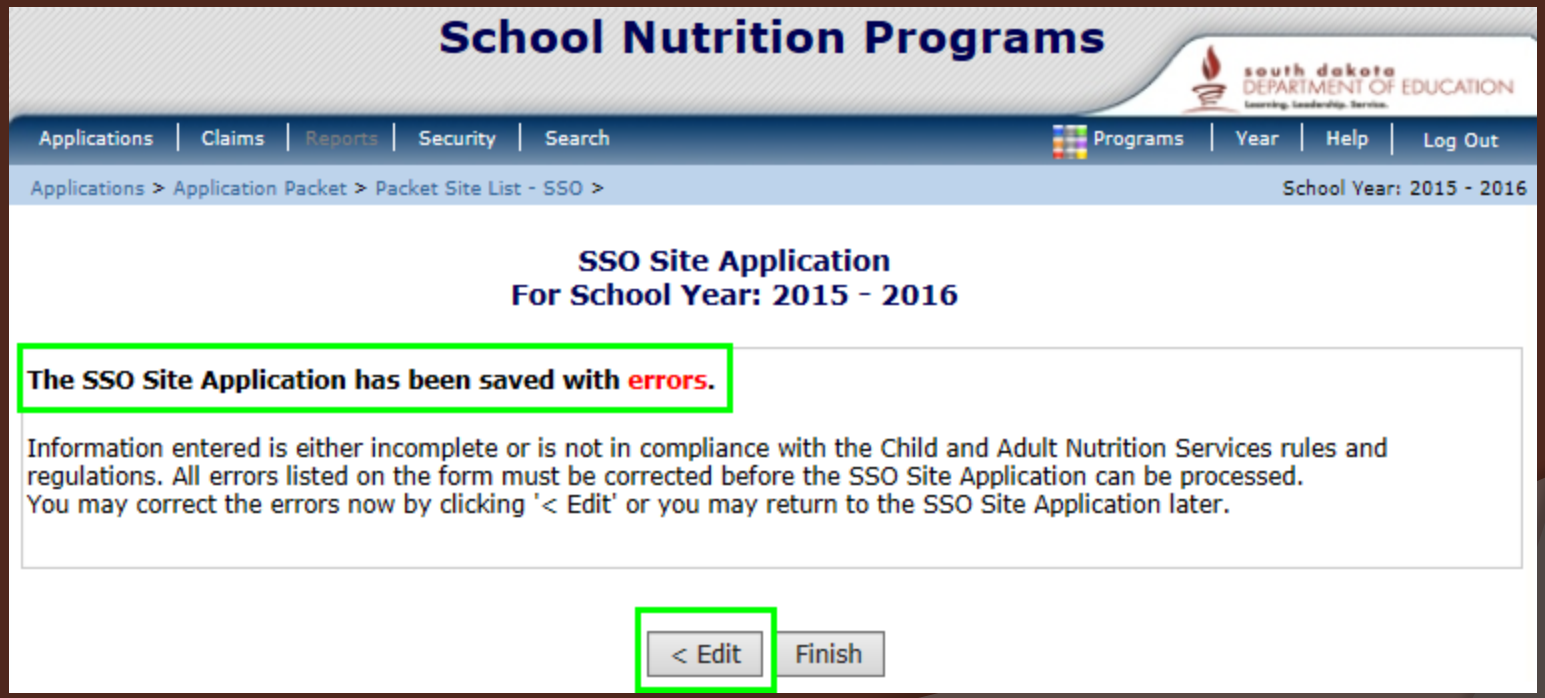
SSO Application

- Click the box in the Certification section
- Click Save



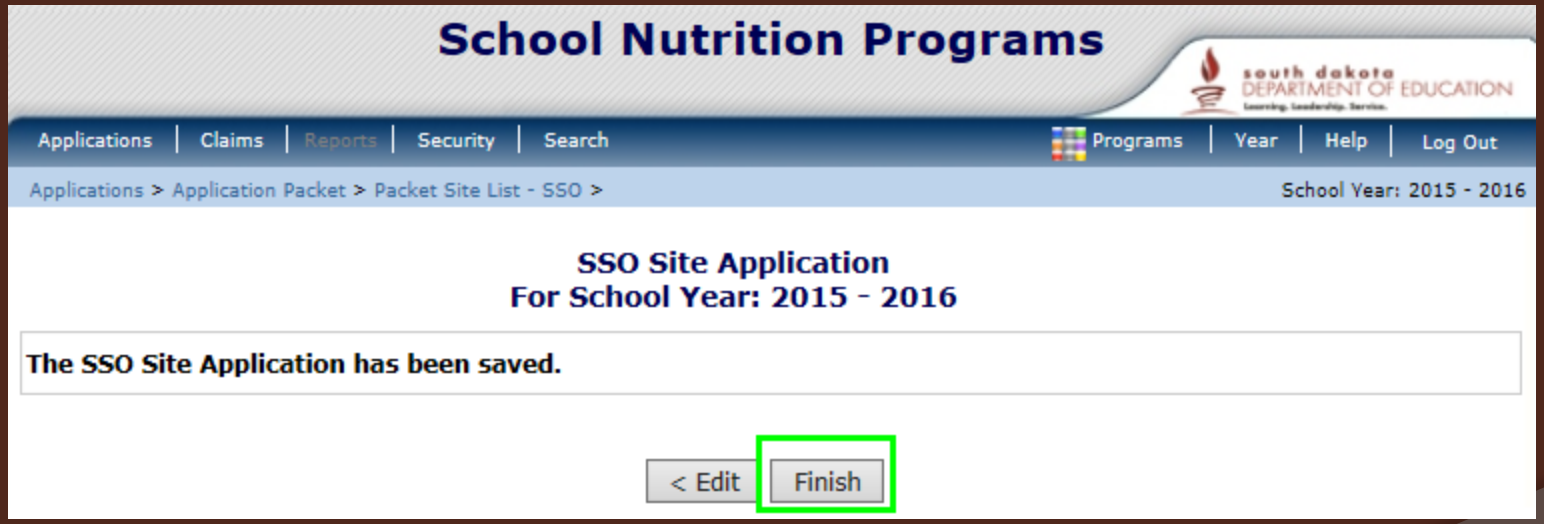
SSO Application

- If your application saves with errors, click Edit to fix the errors



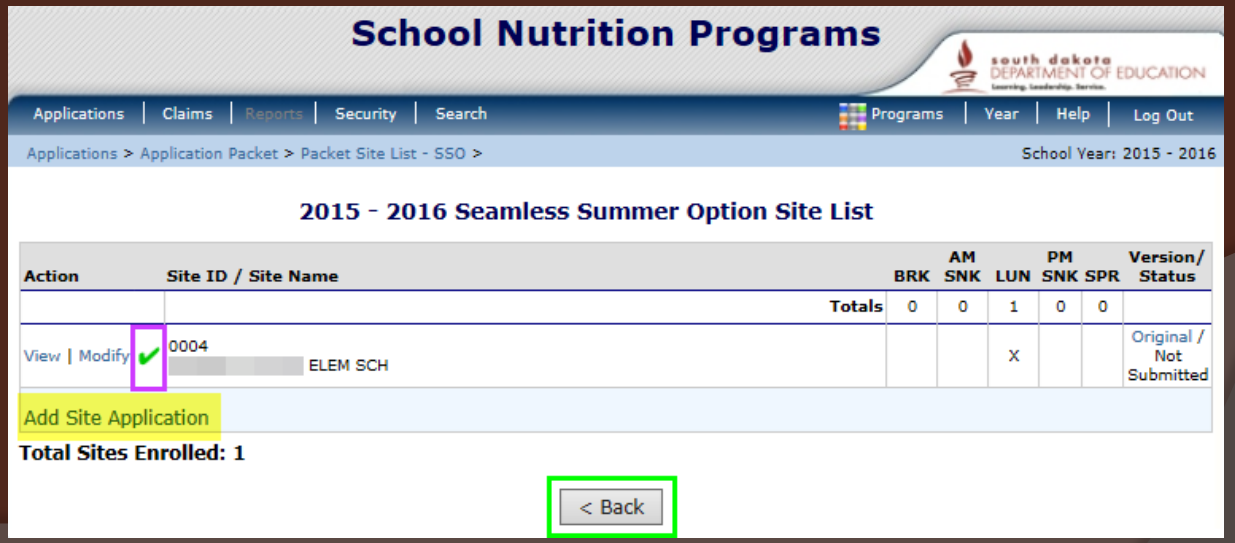
SSO Application

- Once any errors are corrected and the application is saved, click Finish



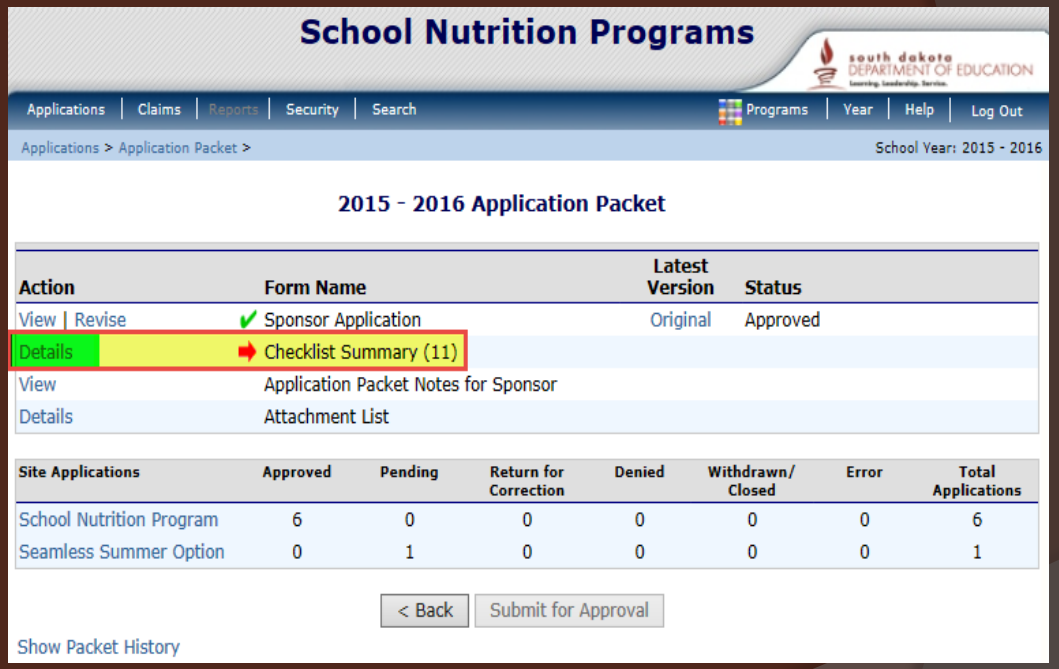
SSO Application

- A green checkmark means your application is saved
- To add another site, click **Add Site Application**
- If you are finished adding sites, click **Back**



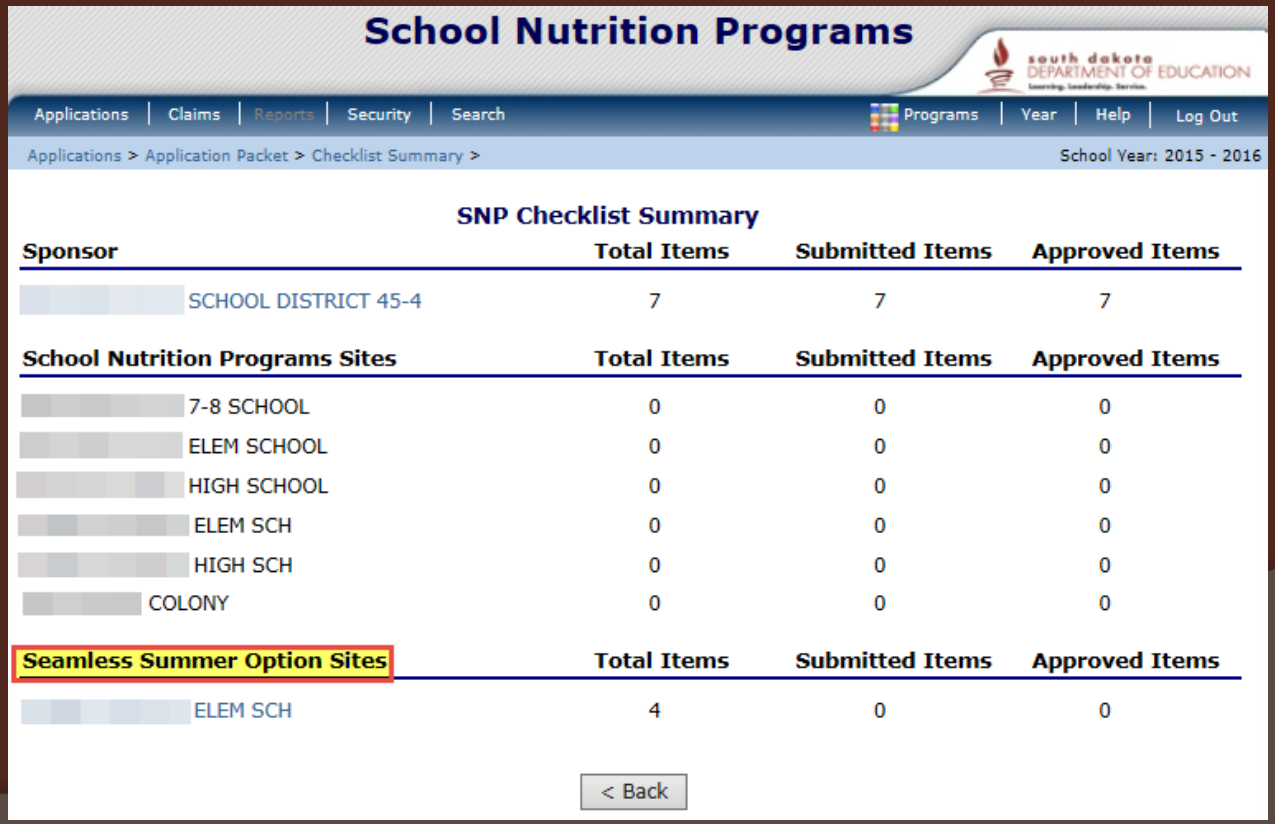
SSO Application – Checklist

- Next step is the Checklist Summary-very similar to NSLP applications
- Click Details to the left of Checklist Summary



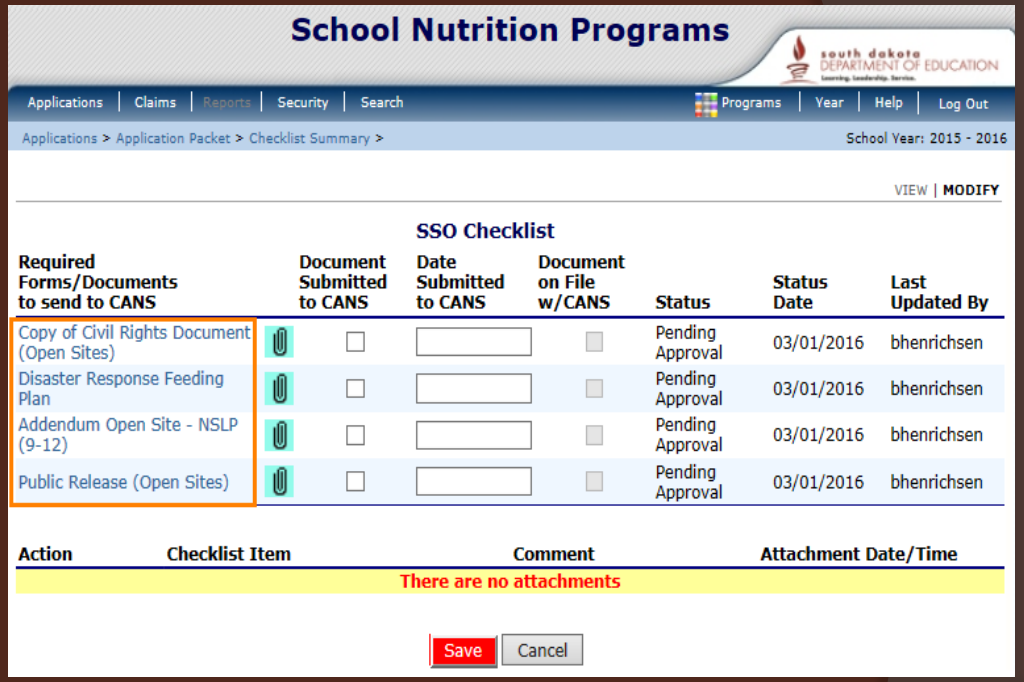
SSO Application – Checklist

- Click on the Site link under the Seamless Summer Option Sites heading



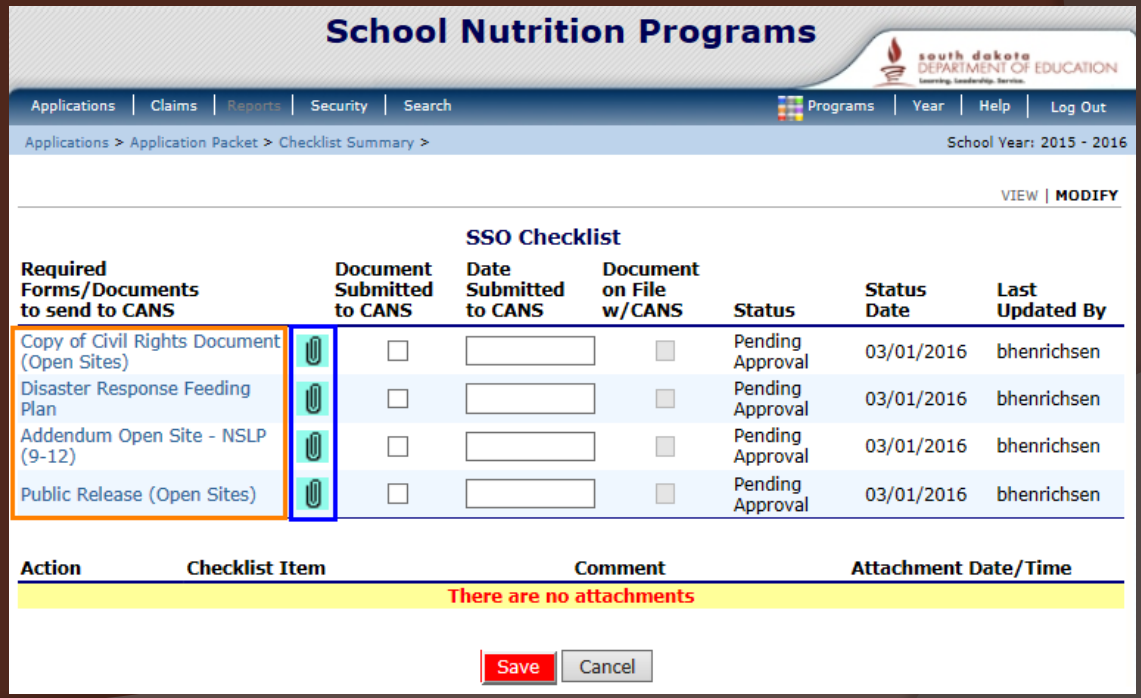
SSO Application – Checklist

- The checklist items will appear depending on how certain questions were answered in the application screen
  - See orange box
  - Click on document name to open
  - Complete and save on computer



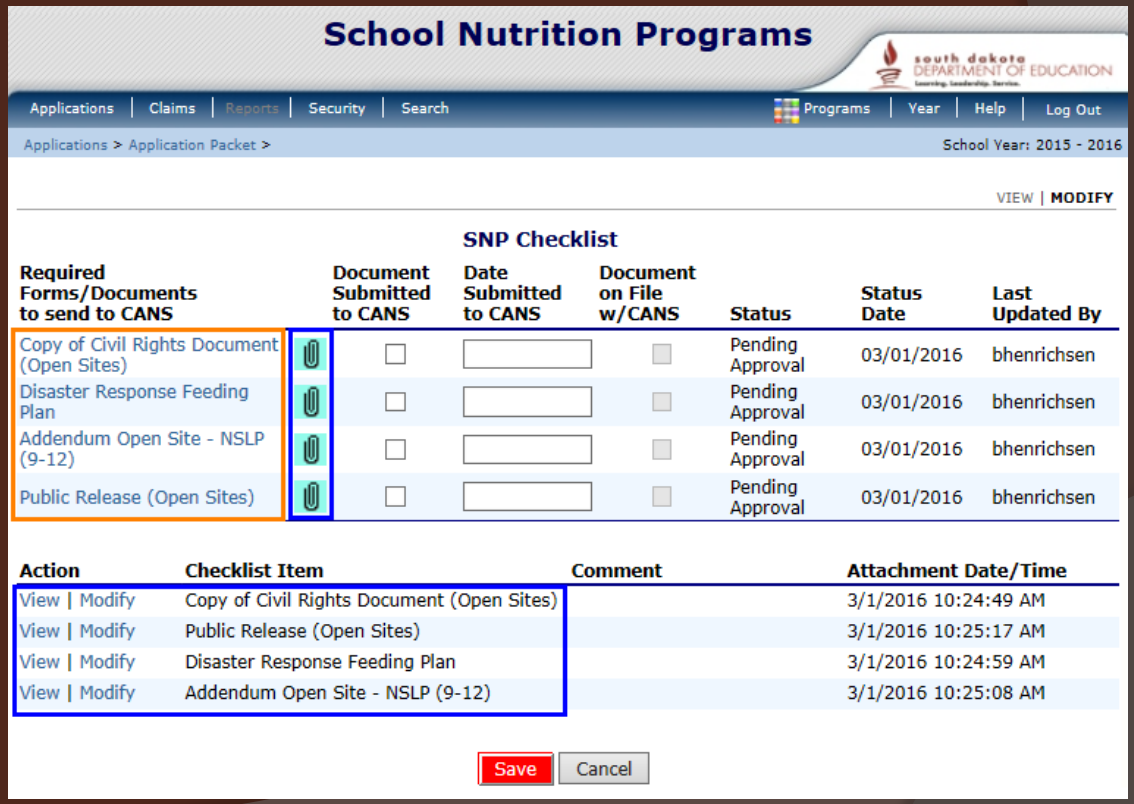
SSO Application – Checklist

- Once each form is complete and saved, click the paper clip next to the document you want to attach
  - See blue box



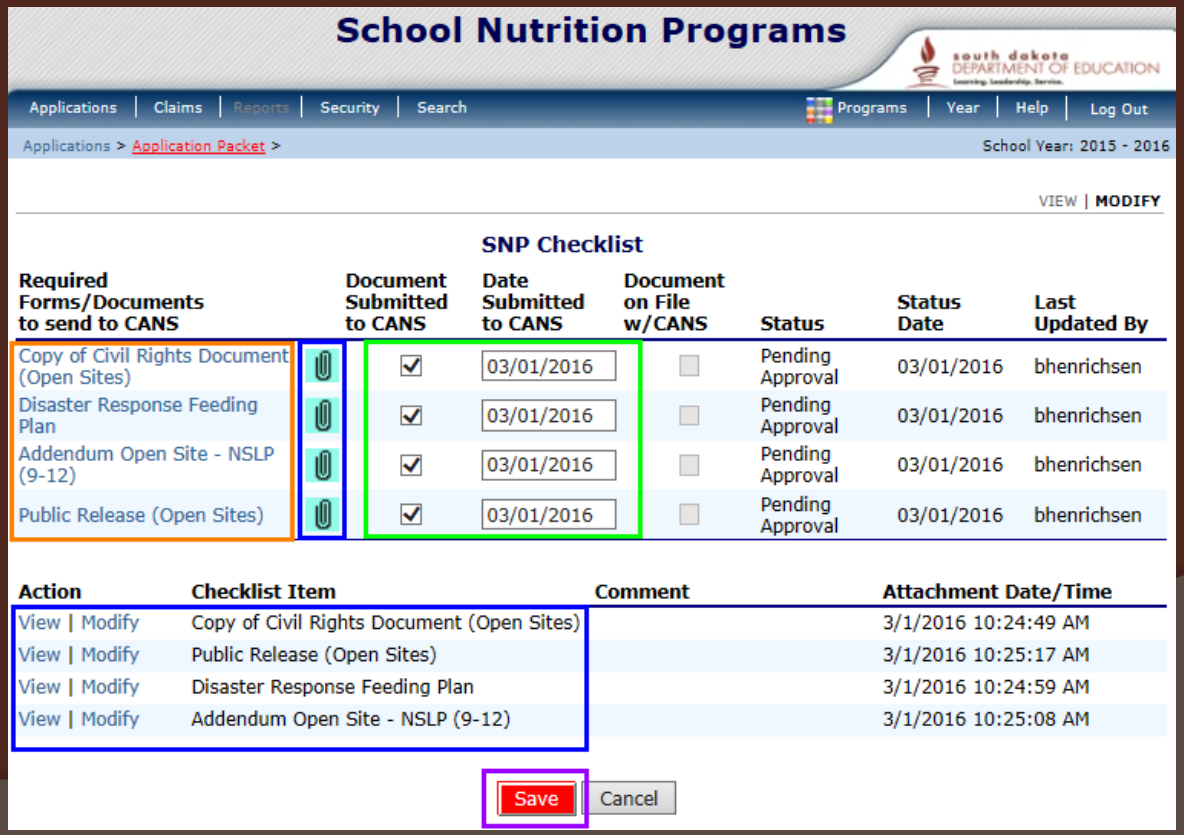
SSO Application – Checklist

- Each item appears at the bottom of the screen
  - See blue boxes



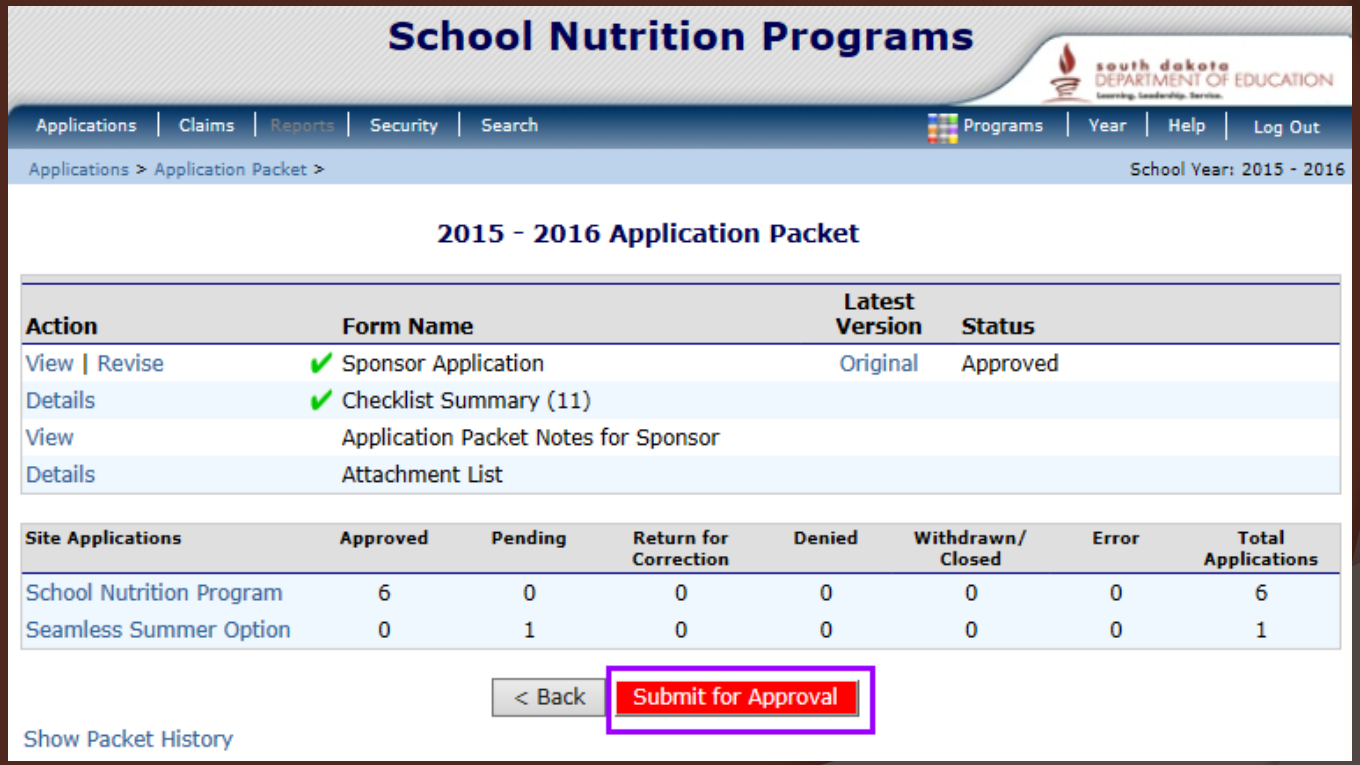
SSO Application – Checklist

- Next, click the box under the heading Document Submitted to CANS
  - See green box
- Click Save, then Finish, Back on the next screens



SSO Application – Approval

- Click Submit for Approval, then OK

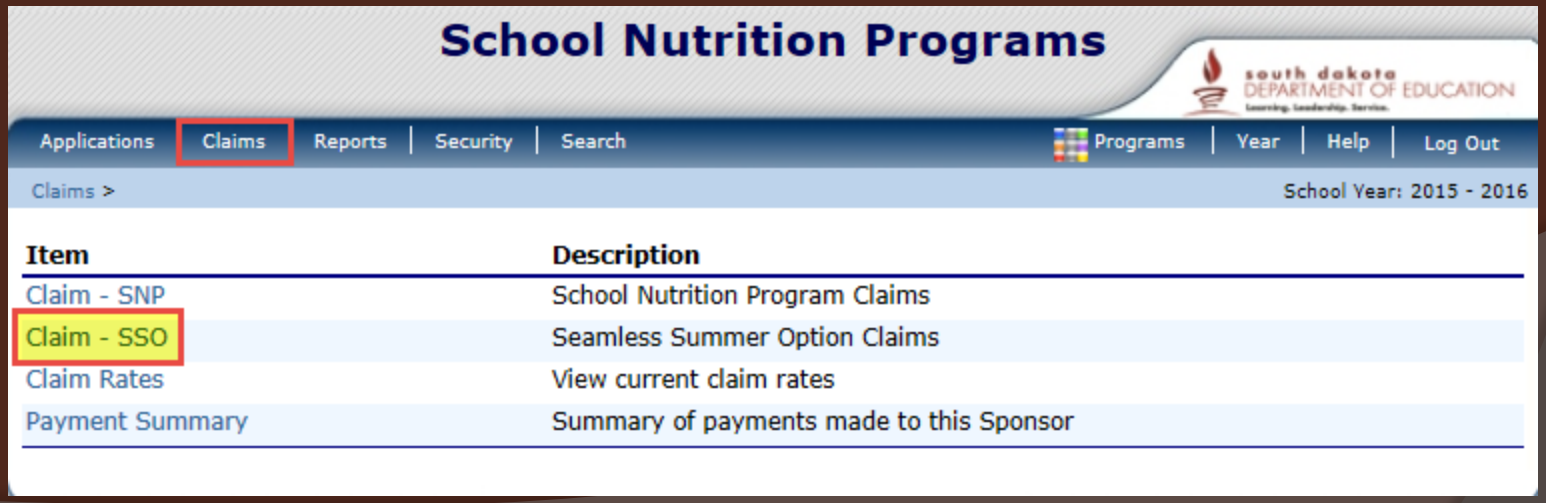


SSO Application – Approval

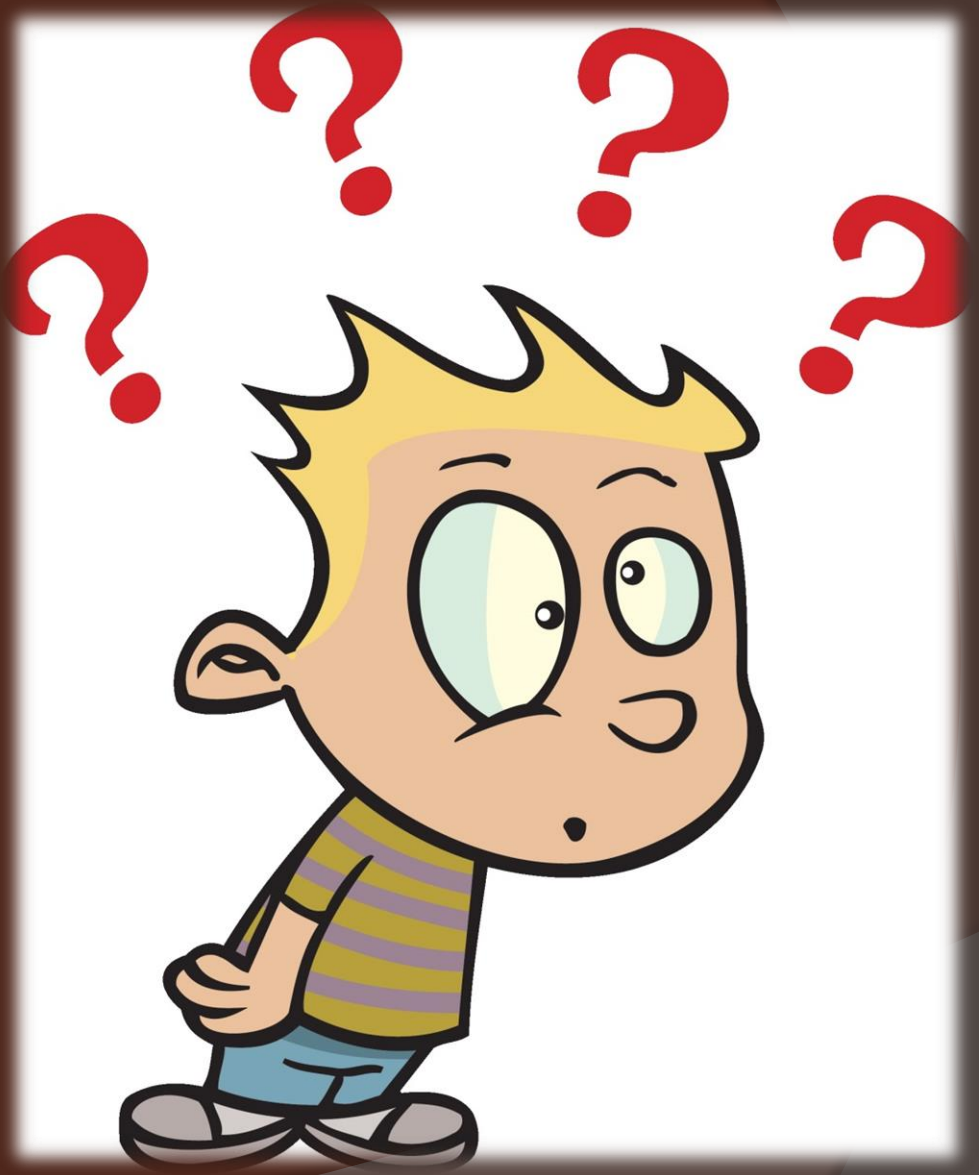
- Application will be received by CANS
- CANS staff will review, clarify questions if needed, and approve
- Authorized Representative will receive Approval email

Claiming

- Claiming is done exactly as with NSLP/SBP
- Click on the Claims bread crumb
- Click on Claim – SSO
- Claim by month
  - By the 10th of the following month



QUESTIONS?



Thank you!

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